



Desert Foothills Library
38443 N. Schoolhouse Road, P.O. Box 4070, Cave Creek, AZ 85327

USE OF LIBRARY SPACE

- Check the Library calendar (www.desertfoothillslibrary.org) to see if the dates and times you want are available. Scheduling will take place only AFTER APPROVAL of program by the Library. (Please read MEETING ROOM POLICIES AND PROCEDURES). As a privately funded 501(c)(3) non-profit organization, The Desert Foothills Library has sole discretion to approve or deny permission to use its space.
- IF APPROVED, please fill out this form and send it or bring it into the Library. If you have any questions, please call the Library at **480-488-2286** and ask for Sharon, the Conference Center Coordinator. (Please ask to leave a message for her if she is not on site). Thank you!

Name of Group: _____

Title of Program: _____

Purpose of Program: _____

Dates and Times (and alternates): _____

Anticipated Number of People: _____ Furniture/ Equipment Needed (See Policies & Procedures): _____

PLEASE CHECK:	YES	NO	YES	NO
501(c)(3)?	___	___	Insurance liability available?	___
Open to public?	___	___	Charge per person?	___
Library cardholder?	___	___	Library contributing member?	___
Refreshments served?	___	___	(If yes, a \$50 non-refundable fee will apply)	

CONTACT INFORMATION

Individual Name: _____

Organization Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

SIGNATURE BELOW DENOTES AGREEMENT TO ALL LIBRARY POLICIES REGARDING USE OF ITS SPACE:

Signature _____ Date _____